



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>12-120</b>	<b>PAGE NUMBER</b>  <b>1 of 13</b>
		<b>SUBJECT:</b>  <b>SECURITY AND CONTROL: Control of Inmate Personal Property</b>	
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<b>Original Date Issued:</b> <b>07-01-85</b>	
		<b>Current Amendment Effective:</b> <b>12-10-10</b>	
		<b>Replaces Amendment Issued:</b> <b>11-01-10</b>	

## POLICY

### **I. Access to Personal Property**

- A. Inmates shall be permitted to retain, purchase, or receive hygiene and/or personal property items while incarcerated in a KDOC facility. In accordance with K.A.R. 44-16-105, an inmate is permitted to own property at his or her own risk. (ACI 3-4272, 3-4279, 3-4280)
- B. Consistent with considerations for institutional order, safety, and security the Deputy Secretary of Facility Management shall establish: (ACI 3-4272, 3-4279, 3-4280)
  1. The type and amount of property inmates may possess as determined by each inmate's privileges and incentives and custody level or the housing facility's security designation; and, (ACI 3-4272, 3-4279, 3-4280)
  2. Specifications and/or descriptions and value of allowable property items. (ACI 3-4272, 3-4279, 3-4280)
    - a. Whenever specifications call for certification by Underwriter's Laboratories [UL], a certification by Intertek's ETL Semko division [ETL] shall be considered equivalent with regard to ensuring that the product meets appropriate quality and/or safety standards.
- C. Allowable inmate personal property, except that categorized as appliances, shall be obtained by the inmate in a manner determined and specified by the warden in facility general orders.
- D. Allowable inmate personal property that is categorized as appliances shall be obtained by the inmate through the facility canteen or special purchase orders.
- E. Wardens shall be authorized to stock over the counter medications in facility canteens, which shall be included in the inmate property allowance. The purchase and possession of such medications shall be subject to the "consumable limitation" provision of this IMPP. In accordance with the provisions of IMPP 04-108, these canteen items shall be made available after consultation with the Health Authority, and consistent with security and operational concerns at the discretion of the warden. The medication items, purchased through the facility canteen, shall be transferable between facilities as allowable personal property unless there is a documented security reason to deny such items.

## **II. Safeguarding and Control of Personal Property (ACI 3-4281)**

- A. Any property which, in the original state or through alterations or additions, displays graphics, depicts, or mentions drugs, alcohol, obscenities, or symbols associated with unsanctioned group related activity shall be prohibited.
- B. Personal property shall be controlled through a formal system of acquisition, inventory, registration and identification, storage, and disposal. (ACI 3-4281)
  - 1. Unauthorized and unregistered property items shall be considered contraband.
  - 2. Each facility shall establish and maintain an area for the secure storage of inmate property, which is received, abandoned, or confiscated due to disciplinary or other administrative actions. (ACI 3-4281)
- C. Inmates shall assume responsibility for the care and control of all properly inventoried and registered personal property. The Department shall take reasonable measures to prevent damage to inmate property, but shall not assume liability for the loss or damage of allowable property possessed by inmates. (ACI 3-4281)

## **III. Transfer of Personal Property**

- A. Allowable property items shall be transferable between all KDOC facilities consistent with the security level of the receiving facility and the incentive level and custody status of the inmate.

## **DEFINITIONS**

Admission property: That personal property which may be brought with the inmate at the time of admission to KDOC custody.

Canteen: A store through which inmates are provided an opportunity to purchase allowable hygiene, snack and property items. Generally, such a store is managed by facility personnel within the confines of the facility, however, local department stores may be designated to serve as canteens for inmates in smaller facilities.

Canteen price (CP): The current cost to the inmate of an approved item of personal property available in a facility's canteen or through a local vendor approved by the warden.

Consumable limitation (CL): A \$75.00 combined value of all items for which a consumable limitation (CL) is indicated on Attachment B, but does not include consumable handicraft items.

Consumable property: That personal property which does not require registration upon receipt but which must be recorded on property inventory forms any time an inmate's property is inventoried. All such property is subject to the consumable limitation.

Intake property: That personal property which may be possessed by an inmate while on Intake Level pursuant to IMPP 11-101.

Inventory: A detailed listing of property, which is actually in an inmate's possession. To make a detailed listing of any inmate's property.

Legal material: That material concerning a pending or anticipated case, wherein the inmate is or will be a party, and shall include pleadings, transcripts, books, notes, drafts, and correspondence to and from attorneys, courts, and public officials.

Post-release supervision: Refers only to the supervision of offenders released as the result of Sentencing Guidelines.

Register: The action of recording an item of property at the time it is received.

Registered property: That property which must be recorded in the inmate's property record upon receipt.

Soft metal cans: Containers with tops which are manufactured with a means for removing the top without the use of a mechanical can opener; i.e., tops may be removed with a pull-tab, twist-top, or other device which is attached to the can.

Work release program: For purposes of this policy, refers to a traditional program of non-prison based employment within a community setting utilizing inmates with not more than a minimum custody classification. This does not include inmate employment with Kansas Correctional Industries or any private industry employment program, as defined by IMPP 10-109.

## **PROCEDURES**

### **I. Allowable Property**

#### **A. Admission Property**

1. All offenders delivered to KDOC custody by a Kansas county sheriff shall be permitted to retain only that personal property specified in Admission Property List (Attachment H) during their orientation to the receiving facility. (ACI 3-4272, 3-4279, 3-4280)
  - a. Any personal property such inmates possess upon admission, which is not authorized, shall be returned to the sheriff or agent delivering the inmate.
  - b. Any item returned to the sheriff or agent delivering an inmate shall be recorded on the Request/Authorization to Remove Personal Property form (Attachment F, Form #12-120-003) and signed by the party receiving said property.
  - c. The Wardens of the Topeka and El Dorado Correctional Facilities or their designees shall be responsible for providing each county Sheriff with a current copy of Attachment H and any subsequent revisions.
2. Inmates delivered to KDOC custody by any agent or agency other than a Kansas county Sheriff shall be permitted to retain any personal property so long as it is an authorized post intake item and conforms with the specifications shown in Post Intake Property List (Attachment B). (ACI 3-4272, 3-4279, 3-4280)
  - a. Authorized property which cannot be in the inmate's possession due to incentive level, security/custody considerations, or limitations required by the facility placement shall be stored by the receiving facility.
  - b. Any such property that does not conform shall be removed in accordance with the provisions of Section IX. of this policy.
3. Inmates refusing evaluation or who were convicted of a class I or II disciplinary violation while at RDU shall have property limited to admission property only.

#### **B. Post Intake Property**

1. Upon completion of Intake Level per IMPP 11-101, inmates shall be permitted to possess items of personal property in accordance with the specifications, quantity limits and value limits set out in Attachment A and a fan, hot pot, and tennis shoes, with the following exceptions:
  - a. Inmates transferred to a Reception and Diagnostic Unit from another KDOC facility shall be limited to only the Admission Property List (Attachment H).
  - b. Inmates in disciplinary segregation shall only have access to the basic personal hygiene items as allowed by IMPPs 12-127 & 20-101.

- c. Inmates in administrative segregation as a suicide or special security risk shall be limited to only those items specified in facility general orders for inmates in that status.
- d. Inmates in disciplinary or administrative segregation shall not be permitted access to either personal or facility owned typewriters.
  - (1) All correspondence and/or legal material drafted by segregation inmates shall be prepared using the writing instruments and paper ordinarily provided to inmates within their particular segregation status.
  - (2) Any typewriter possessed by an inmate as an item of personal property shall be removed from his/her possession prior to placement in segregation, shall be stored by the facility, and shall be returned to the inmate upon his/her removal from segregation.
- 2. Except as provided in I.B.3, it shall be left to the warden of each facility to determine which items of allowable personal property are stocked in the facility canteen, based upon space available and historical demand for a particular item by the facility population.
  - a. If a warden determines to stock padlocks for inmates to purchase, in light of the inclusion of one (1) padlock in the list of allowable post intake property (see Attachment B), the following shall apply:
    - (1) Only "Master" brand combination padlocks with key access shall be sold in the canteen; and,
    - (2) Only "Master" brand series 36, 51, 58, 59, 60 or 62 shall be sold.
- 3. Postage stamps shall only be permitted as a canteen purchase item, and any allowable personal property, which is categorized as an "appliance" in Attachment B shall be either stocked in the canteen or made available for purchase by special purchase order.
- 4. Wichita Work Release Facility shall utilize local merchants as a source for such personal property items as are listed in Attachment B as canteen purchase items.
- 5. Except as provided in I.B.3., it shall be left to the warden of the facility to determine and specify in facility general orders the manner in which allowable personal property may be obtained.
  - a. It shall be within the discretionary authority of the warden of the facility to limit or disapprove access to any item subject to the consumable limitation (CL) except that inmates shall be permitted to exhaust the supply of such property, which they bring with them at the time of transfer.
  - b. Post-release supervision conditions violators with no new sentence shall not be permitted to possess appliances or items of personal clothing identified in Attachment B of this IMPP.
- 6. The warden may provide storage for some items of inmate property, which are determined unnecessary for the inmate's use while at a particular facility but which the inmate wishes to retain on the property inventory.

C. Legal Material

- 1. Inmates shall be permitted to possess that quantity of legal material/documents, which will fit in one box.
  - a. The box shall not exceed 18" (L) x 12" (W) x 6" (D) in size.

- b. The box shall be in addition to the property, which must fit within a transfer/storage box as specified in III. A. 1. of this policy.
  - c. Upon request of the inmate, the facility shall provide the inmate with a document storage box.
2. Inmates who possess legal materials in such a quantity that it cannot be contained in the legal material/document box may utilize space within the personal property storage box to retain the excess.
- a. All personal property and excess legal materials must be contained within the transport/storage box.
    - (1) In the event the inmate has chosen to retain legal materials in such an amount that personal property items and legal material combined exceed the space available in the transport/storage box:
      - (a) It shall be left to the inmate to choose which legal materials or personal property shall be removed to achieve compliance with the above policy.
        - i. The inmate shall be directed by the facility Property Officer to identify the legal materials or personal property to be removed (per Section IX. of this IMPP). The inmate shall be advised that the warden or designee shall determine which items are to be removed if the inmate refuses to make a choice, or, makes a choice, which does not accomplish compliance.
      - (b) In the event the selection becomes the responsibility of the warden or designee, the selection shall concentrate on items of personal property of combined dimensions so that the amount removed shall be of no greater mass than that of the excess legal materials.
      - (c) If all of an inmate's personal property items have been removed from the facility to provide space for legal materials, and, an excess of legal materials remain, the Property Officer shall advise the inmate of the need to identify a quantity of legal materials to be removed in accordance with Section IX. of this IMPP.
        - i. The inmate shall be advised that the inmate's failure to make an appropriate choice of a sufficient quantity of material to comply with this policy shall require such a determination by the warden or designee, per subsection (a), above. The selection of legal material for removal by the warden or designee shall be done randomly and blindly to ensure that staff do not read the inmate's legal materials.
      - (d) Inmates who have been required to reduce their legal material amount to the maximum quantity contained in both the transport/storage box and the legal material/document box may continue to receive legal materials in the mail. If new legal material is received the inmate shall be notified by the facility Property Officer that an equal amount of legal materials must be removed from the facility within five (5) working days (excluding

weekends and holidays) of the inmate's receipt of new legal material.

- i. The inmate shall be provided the opportunity to determine which legal materials are to be removed. Failure of the inmate to make a choice shall result in a determination by the warden or designee, per procedure (c)(i.) above.
  - b. The legal material/document box shall be utilized for legal materials only and shall not be utilized for inmate personal property.
3. The possession of legal materials by inmates in segregation may be limited, but access shall be permitted upon request, on a reasonable time and manner consistent with the security and order of the facility.

#### D. Religious Material

1. Inmates shall be permitted to possess religious items and materials as specified in Attachment B and/or in accordance with provisions of IMPP 10-110.
2. Any religious item included in the list of allowable personal property must be approved by and obtained through the facility chaplain and received through the chaplain.
  - a. At those facilities, which do not employ a chaplain, the warden or designee shall approve the receipt of any religious items.
3. Any approved religious item which the facility chaplain can obtain for no cost and which is given to an inmate, shall be considered the personal property of the inmate.
  - a. Any such item shall be counted as part of the volume of the inmate's personal property.
4. Any approved religious item which the facility chaplain can obtain at some cost, and which is given to an inmate for his or her use as religious material, shall remain the property of the State of Kansas, Department of Corrections, and shall not be considered part of the personal property of the inmate.
  - a. Any such item shall be clearly marked as property of the State of Kansas, Department of Corrections.
  - b. Any such item shall remain at the facility upon the departure from the facility, either by release, transfer or otherwise, of the inmate using such an item.
  - c. Any such item shall not be counted as part of the volume of the inmate's personal property.
  - d. The chaplain shall make reasonable accommodations and efforts to obtain religious items for inmates whose religious beliefs make use of items, which cannot be obtained without charge by the facility, consistent with provisions of IMPP 01-122.

#### E. Clothing

1. All items of personal clothing shall fit the inmate properly and shall be maintained in proper state of repair by the inmate.
2. Items of clothing, which would otherwise be permitted but, when worn, are considered immodest or provocative shall not be allowed.

3. The warden shall be responsible for determining the appropriateness or inappropriateness of any item of clothing and his/her decision shall be final.

## **II. Property Specifications**

### **A. Containers**

1. No glass containers shall be permitted.
2. No aerosol containers shall be permitted.
3. No metal containers shall be permitted except soft metal containers such as aluminum soda cans and potted meat/fish cans.

### **B. Waiting Periods**

1. For inmates convicted of crimes committed prior to July 1, 1993, certain items of property may not be possessed until after progressing beyond Intake Level, per IMPP 11-101.
2. On or after January 1, 1996, any inmate returned to Incentive Level I and who meets the conditions specified in appropriate procedures of IMPP 11-101, shall have all unauthorized property removed in accordance with the provisions of this IMPP.

### **C. Security/Custody Limitations**

1. Some property items shall be permitted for medium and minimum-security female inmates only. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B.
2. Some items of property shall be permitted only at work release facilities. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B.

### **D. Gender Specific Property**

1. Some items of property shall be permitted only for inmates of a specific gender. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B as, "female only" or "male only".

### **E. Clear View Appliances**

1. To the extent that they are available, all fans, radios, televisions, alarm clocks, calculators, and other appliances (as they become available) shall have clear external cases that permit a clear view of the interior of the appliance.

### **F. Basic, plain gray sweat suits, as described within Attachment "B" of this policy [*Post Intake Property List*], obtained by non-work release male and female inmates shall be subject to the following identification procedures:**

1. The property officer shall be responsible for marking sweat suits when received, with the inmates name and number on the outside of the garment, in the following manner;
  - a. Sweat suit pants or shorts shall be marked with a 2-inch capital blocked number/letter stencil, with horizontal letter orientation, in permanent marker, vertically down the side of the right leg, with the inmate's number directly next to the name.
  - b. Sweat suit shirts shall be marked with the same 2 inch lettering, with the name centered horizontally across the back between the shoulder blade area of the shirt, and the inmate's number centered directly below the name.

2. The Unit Team Manager or designee shall be responsible to ensure that existing items of sweat clothing are properly marked in accordance with this policy.
3. Any alterations to the name or number shall be prohibited. Violation shall result in disciplinary action in accordance with KAR 44-12-1002, Violation of published orders, Class II offense.
4. Upon the effective date of this policy, existing markings on sweatshirts, pants and shorts shall be approved by the inmate's respective Unit Team Manager or designee."

### **III. Quantity of Property**

- A. The total amount of personal property, which an inmate shall be allowed to possess, shall be limited to that which fits in one standard transport/storage box, excluding legal material (see I.C.1.).
  1. The standard transport/storage box used by all facilities shall be 15" (L) x 13¾" (W) x 21" (D) in size, and of the type purchased on state contract.
  2. Stereos, televisions, typewriters, and fans shall not be included in the volume limit.
  3. Personal clothing permitted at work release shall not be included in this limitation.
- B. At any point in time, an inmate may be required to pack personal property in a standard transport/storage box to show that the quantity of property possessed is within the established limit.
  1. Whenever an inmate's personal property is inventoried, all items of property shall be recorded, including those, which the inmate is wearing or has physical possession of at the time the inventory is taken.
  2. Any excess personal property shall be handled in accordance with the procedures in Section I.C.2. and Section IX. of this IMPP.
- C. Unless a specific quantity limit is shown in Attachment B for an item, the inmate may possess as many of an item as desired within the volume limit.
- D. Certain items shall be subject to a consumable limitation. When the consumable limitation is applicable, the letters "CL" appear in the quantity column in Attachment B.

### **IV. Value of Property**

- A. Value limits for items of personal property shall be as established in the value column of Attachment B.
- B. Inmates may not declare any property value in excess of the maximum established value limit.
- C. In the event a property claim is filed in accordance with IMPP 01-118, the department's liability shall not exceed the established value limit, except that the Department's liability for publications including religious texts, books, magazines, and newspapers shall not exceed \$150.
- D. Items listed on the Special Property Inventory Form (Attachment G, Form #12-120-004) shall be valued according to prior applicable versions of IMPP 12-120, and general orders of the facility housing the inmate as of 4-15-91 concerning discretionary property values.

### **V. Creation and Organization of Property File (ACI 3-4281)**

- A. Upon an inmate's admission to the Department a property file shall be created.
- B. This file folder shall be green in color and shall be organized as follows:

1. Left side: Inmate Personal Property Inventory forms (Attachment D, Parts I & II, Forms #12-120-001a-c); and Special Property Inventory Forms (Attachment G, Form #12-120-004).
  2. Right side: Inmate Property Receipt forms (Attachment E, Form #12-120-002); Request/Authorization to Remove Personal Property forms (Attachment F, Form #12-120-003); and, any miscellaneous documents regarding the inmate's property which come into existence.
- C. The property file shall be forwarded to the receiving facility with all other inmate files at the time of the inmate's transfer.
- D. Any time the inmate's records are transferred to the inactive inmate records repository in accordance with IMPP 05-103, the inmate property file shall be included among those records transferred.

**VI. Registration of Personal Property (ACI 3-4281)**

- A. At the time of admission to any Department of Corrections facility, the inmate's property shall be inventoried and registered using the Inmate Personal Property Inventory form (Attachment D).
- B. Any time a registerable item of property is acquired, that item shall be recorded on an Inmate Property Receipt form (Attachment E).
- C. Any time a registerable item of property is removed, that item shall be recorded on the Request/Authorization to Remove Personal Property form (Attachment F).
- D. Until such time as a reason develops to complete a new Inmate Personal Property Inventory form, the inmate's complete property listing shall consist of those items shown on the existing Inmate Personal Property Inventory, those items shown on all Inmate Property Receipts completed after the date of the last inventory, and less any items shown on the Request/Authorization To Remove Personal Property form. These documents shall be placed in the inmate's property file in accordance with Sections V.B.1. & 2. above.
1. In the event property is removed at the direction of the warden or designee, and against the wishes of the inmate, the Request/Authorization To Remove Personal Property (Attachment F) shall be signed by the warden or designee.
  2. At any time, the inmate shall be required to produce all items of property listed on the Inventory or Property Receipt forms, if directed to do so.
  3. At any time an inmate's property is inventoried, the property listed on the new inventory list shall be checked against the inmate's prior inventory, property receipt record, and removal record.
    - a. Before signing the inventory, the inmate shall be responsible for noting any discrepancies.
    - b. Property that has not been properly registered shall be confiscated.
- E. All items of inmate property, except items identified as consumable, shall be registered on the Inmate Personal Property Inventory form (Attachment D).
1. All non-consumable intake property shall be registered at the time of the inmate's admission.
  2. All property received after the inmate's admission shall be registered at the time of receipt, using the Inmate Property Receipt form (Attachment E).

- F. For items of property received after the intake period, inmates shall be required to provide evidence of the item's value. This evidence may be in the form of:
  - 1. A receipt from the store where the item was purchased; or
  - 2. The inmate's declaration of value, Attachment E, as witnessed by the property officer on duty.
    - a. When an item's declared value is clearly excessive or inaccurate, the inmate may be required to produce other proof of value before being allowed to receive the property.
- G. Any property of value in excess of \$15.00 shall be engraved with the inmate's number.
  - 1. If the item cannot be engraved, it shall be marked in indelible ink.
  - 2. Small items, such as jewelry and prosthetic devices, which cannot be marked, shall be subject only to recording on the inmate's property record.
    - a. The description and value of such an item shall be recorded on the inmate's property record.

## **VII. Inventory of Inmate Property**

- A. Any time an inmate's property is taken into the custody of an employee for storage, transfer, or any other reason, a complete inventory record of the property shall be made.
  - 1. All items of the inmate's property shall be recorded on the Inmate Personal Property Inventory form, Attachment D.
    - a. Whenever an inmate's personal property is inventoried all items of property shall be recorded on the Inmate Personal Property Inventory form, including those, which the inmate is wearing or has physical possession of at the time the inventory is taken.
  - 2. Unless precluded for security reasons, the inmate shall be present at the time of the inventory.
    - a. If the inmate is not present at the time the inventory is taken, the reason shall be documented in the inmate's property file on the inventory form.
    - b. Inmates shall not be used to pack or assist in the packing of property belonging to another inmate.
  - 3. The inmate shall sign the completed inventory form attesting to its accuracy. Any discrepancies shall be noted on the inventory.
  - 4. The inventory shall be checked against the previous Inmate Personal Property Inventory & Registration form to ensure that all items of registered property are present. The inmate shall be required to account for any discrepancies at this time.
  - 5. The inmate shall sign each page of the inventory form, Attachment D.
  - 6. The inmate shall receive a copy of the completed inventory form.
  - 7. The property shall be packed into the box prescribed in III.A.1. and sealed in the presence of the inmate, if possible.
  - 8. Staff shall complete a KDOC Electronics Checklist (Attachment I) for electronic items.

- B. When the property is returned to the inmate, the inmate shall sign the original inventory verifying that all property has been returned.
  - 1. It is the responsibility of the inmate to report any discrepancies at the time the property is returned.
  - 2. Discrepancies shall be noted by the inmate on the inventory form, and witnessed by the property officer.
  - 3. Staff shall complete a KDOC Electronic Checklist (Attachment I) for electronic items.
- C. Each facility shall maintain a secure property storage area.
  - 1. Access to this area shall be strictly controlled.
  - 2. Inmates shall not have access to this area unless under continuing supervision of staff.

#### **VIII. Transfer of Inmate Personal Property**

- A. Upon transfer between KDOC facilities, inmates shall be permitted to retain property listed in Attachment B consistent with the appropriate incentive level per IMPP 11-101, and security/custody considerations, Section II.C. All property transferred shall be inventoried and packed in accordance with section VII. of this IMPP.
- B. Upon transfer from any KDOC facility to Larned State Security Hospital for any reason, only that property which is listed in Attachment C shall be transferred with the inmate.
  - 1. All other property, except food items, shall be stored at the sending facility until such time as the inmate returns or is otherwise released from the custody of the Secretary of Corrections.
  - 2. All food items shall be removed from the inmate's property and disposed of pursuant to Section IX. of this Policy.
- C. Upon an inmate's removal from a work release program, the inmate's property shall be packed and inventoried.
  - 1. Property listed in Attachment B as permissible only in work release shall be separated and recorded on a property removal form.
  - 2. Property items listed in Attachment B as permissible only to medium and minimum female inmates shall be separated and recorded on a property removal form if a female inmate is to be transferred to the maximum facility and her security classification status is revised to maximum.
  - 3. The property shall then be disposed of in accordance with Section IX. of this policy.
  - 4. All other property permitted on Attachment B shall accompany the inmate.
- D. The inmate's name, number and destination shall be affixed to the transport/storage box and the legal material/document storage box with a shipping label glued/taped in a secure manner.
  - 1. Care shall be taken to ensure the transportation/storage box and legal material/document box is securely sealed prior to delivery to the Transportation Unit.
  - 2. Shipping labels shall be legible and affixed in such a manner that the containers may be reused for other inmates' property storage or transfer.

#### **IX. Removal of Property from a Correctional Facility**

- A. At any time property is removed from the facility, not accepted, or destroyed at the inmate's or facility's request, it shall be documented on the Request/Authorization to Remove Personal Property form (Attachment F).
- B. Property may be removed from the facility by:
  - 1. Mailing the property to an address of the inmate's choosing at the inmate's expense or, with the approval of the warden, at the facility's expense.
  - 2. Donating the property to a charitable organization.
  - 3. Having the property picked up by an authorized person approved by the warden.
  - 4. Removing and taking the property to a sponsor's address on an approved furlough.
  - 5. Facility staff delivering the property to an address in the locale of the facility, if approved by the warden.
  - 6. If an inmate refuses to designate an approved means of removal, the Warden or designee shall make the designation.
- C. Facility general orders shall specify a procedure whereby personal property is removed from the facility.
- D. An inmate may authorize the destruction of an item of property.
- E. Personal property left at a facility by an inmate shall be considered abandoned property pursuant to K.S.A. 75-52,135. (ACI 3-4393)
  - 1. Any personal property not claimed by an inmate or authorized representative within ninety (90) days of an inmate's release from custody shall be considered abandoned property.
  - 2. Any personal property left at a facility by an inmate who has escaped from custody shall immediately be determined to be abandoned property.
  - 3. Any personal property determined to be abandoned, pursuant to K.S.A. 75-52,135 shall be reported to the State Treasurer, pursuant to K.S.A. 58-3912.
    - a. The State Treasurer may dispose of the abandoned inmate property in accordance with the provisions of K.S.A. 58-3918.

**X. Implementation**

- A. On and after the effective date of this IMPP, inmates shall be allowed to receive only that property which is permitted by the provisions of these procedures.
- B. Inmates who, on 4-15-91, were in possession of personal property approved under previous policies, or who, prior to 11/07/95, were in possession of certain general handicraft tools as specified within IMPP 10-133, Procedure II.D., shall be permitted to retain that property until:
  - 1. They are transferred to another facility;
  - 2. They are convicted of a disciplinary violation involving a particular item of such property; or,
  - 3. Repair or replacement of such property becomes necessary (excluding prosthetic or other devices prescribed by any facility health authority, or the general handicraft tools referenced within Procedure X.B., above).

- C. If it becomes necessary, for any reason, to inventory an inmate's personal property before transfer to another facility, the Special Property Inventory Form (Attachment G), shall be used to document the possession of personal property approved under previous policies.
  - 1. Special Property Inventory forms shall be considered null and void upon transfer to another facility at which time the inmate's personal property must fully comply with the provisions of this IMPP.
- D. All inmates who are transferred to another facility within the Kansas Department of Corrections after the effective date of this IMPP shall be permitted to retain only those property items appropriate to the receiving facility, consistent with the inmate's gender and custody level as described in Attachment B of this IMPP.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

K.S.A. 58-3934, 58-3950, 75-5257, 75-52,135  
K.A.R. 44-14-101, 44-16-105  
IMPP 01-118, 01-122, 05-103, 10-110, 10-133, 11-101, 12-127  
ACI 3-4272, 3-4279, 3-4280, 3-4281, 3-4393

#### **ATTACHMENTS**

Attachment A - Intake Property List, 1 page  
Attachment B - Post Intake Property List (alphabetical), 11 pages  
Attachment C - Items Transferable to LSSH, 1 page  
Attachment D - Inmate Personal Property Inventory, 3 pages  
Attachment E - Inmate Property Receipt, 1 page  
Attachment F - Request/Authorization to Remove Personal Property, 1 page  
Attachment G - Special Property Inventory Form, 1 page  
Attachment H - Admission Property List, 1 page  
Attachment I - Kansas Department of Corrections Electronic Checklist

### INTAKE PROPERTY

The following items may be possessed by an inmate while on the Intake Incentive Level pursuant to IMPP 11-101.

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility chaplain.	1	
Contact Lenses .....	May be in inmate's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures .....	As prescribed by health authority.	1 set	
Drinking Cup .....	Plastic; no logo permitted; up to 16 ounces. If insulated, must be clear view/ /double walled.	1	CP
Eye Glasses .....	As received, prescription only.	1	
Letters, Personal .....		10	
Padlock	Combination type with key access, must be from Master Padlock series 36, 51, 58, 59, 60, 62	1	CP
Photographs .....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device .....	As received with inmate and approved by health authority.	As received	
Shower Shoes	As received with the inmate.	1 pair	CP
Religious medal, scapular, or crucifix	Approved by reception facility chaplain	1 item	20.00
Wedding Band .....	Plain, no stone.	1	50.00
Wristwatch .....	No stones.	1	25.00

**POST INTAKE PROPERTY  
(Alphabetical)**

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Address Book .....	Not to exceed 8" x 9," to be purchased through canteen or special purchase order.	1	CP
Afro Curler .....		2 & CL	CP
Antenna (APPLIANCE) .....	Small UHF-VHF combination type; must be attached to TV.	1	CP
Baby Powder .....		2 & CL	CP
Batteries .....	Minimum-security inmates, if allowed by General Order.	8	CP
Belt .....	Work release only; buckle may not exceed width of belt by more than ½".		Each 20.00
Bible/Primary Religious Text.....	Must be approved by facility chaplain.	1	
Bicycle .....	Work release only; permitted only if most suitable form of transportation.	1	100.00
Bicycle Lock	Work release only. Cable thickness of 10mm or larger.	1	10.00
Billfold .....	Work release only.	1	10.00
Blankets	Work Release Only	As approved by Warden	CP
Blow Dryer (APPLIANCE) .....	Female and work release inmates only. Hand-held only. Wattage restrictions and/or requirements as set by General Order.	1	20.00
Blue Book, AA Text.....		1	Current AA Rate
Books.....	Paperback or hard cover, from publisher or vendor only, but may be purchased by third parties for an inmate's use.	12	
Brassieres.....	Work release females only.	5	Each 20.00, 100.00 Total
Cable	Coax cable for cable TV hook up- Six ft. maximum length. Must be approved by the Warden	1	CP
Cakes .....		CL	CP
Calculator (APPLIANCE) .....	Display only; solar dual power only; pocket size.	1	25.00
Calendar .....	Issue by facility or commercially printed calendars received by mail. Calendars shall not contain metal bindings other than staples. Maximum size is restricted to an 11 inches by 17 inches open calendar.	1	CP
Candies		CL	CP
Cards .....	Poker or Pinochle.	2 decks	CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Checkers .....	Plastic or wooden; factory manufactured, to include cardboard or paper checker board.	1 set	CP
Chess Set .....	Plastic or wooden; factory manufactured, to include cardboard or paper chess board.	1 set	CP
Chips .....		CL	CP
Clock, Alarm (APPLIANCE) .....		1	15.00
Coat .....	Work release only. No fur; no leather.	1	100.00
Cold Cream.....		2 & CL	CP
Cologne .....	Non-alcoholic; non-glass container only.	1	10.00
Comb .....	Plastic only.	1	1.00
Conditioner .....		2 & CL	CP
Contact Lenses.....	As received, may be in inmate's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device; may be in inmate's possession until replaced.	1 pair	
Cookies.....		CL	CP
Cosmetics .....	Work release females. Non-toxic; any combination.	10	30.00 Total
	Non-work release females. Hypo-allergenic.	10	CP
Coveralls.....	Work release only.	2	60.00
Crackers .....		CL	CP
Crochet Hooks .....	Plastic, flexible.	1 set	CP
Curling Iron (APPLIANCE) .....	Work release females. Crimp iron or electric rollers.	1	30.00
	Non-work release females. One barrel only.	1	CP
Dental Floss		2 & CL	CP
Denture Adhesive .....		2 & CL	CP
Denture Container (Cup)		1	CP
Denture Creme .....		2 & CL	CP
Denture Powder.....		2 & CL	CP
Dentures .....	As received with inmate or prescribed by health authority.	1 set	
Deodorant, Creme .....		2 & CL	CP
Deodorant, Stick .....		2 & CL	CP
Dictionary.....	In addition to book limitation.	1	

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Dips .....		CL	CP
Dominoes .....	Wood or plastic; factory manufactured.	1 set	CP
Drinking Cup .....	Plastic; no logo permitted; up to 22 ounces. If insulated, must be clear view/double walled.	2	CP
Drink, Dry .....		CL	CP
Duffel Bag/Gym Bag .....	Work release only; 24" max. length.	1	25.00
Earplug (APPLIANCE) .....		2 & CL	CP
Earplug Adapter .....		2 & CL	CP
Earrings .....	Females only. No precious metals or stones.	2 pair	15.00 Total
Emery Boards .....		2 packs & CL	CP
Envelopes .....	All sizes. No padded envelopes of any kind, including those containing "bubble wrap" as a component.	CL	CP
Extension Cord (APPLIANCE) .....	6' max.; single receptacle; UL approved; grounded, 3-wire, 3-prong male plug or, if inmate living area is equipped with GFI outlet(s), a 2-wire, 2-prong male plug will suffice.	1	CP
Eye Glasses .....	As received during or after admission [with frames approved by the warden or designee] or as provided per health authority determination, prescription only. Unless required by Health Authority prescription, shall be non-tint, non-wired, non-mirrored, non-wraparound. Received eye glasses approved by a warden are transferable property.	1 pair	Frames limited to \$200, with claims replacement limited to value of eye glasses issued by Health Authority.
Eye Glasses, non prescription / reading	As received during or after admission [with frames approved by the warden or designee] Shall be non-tint, non-wired, non-mirrored, non-wraparound. Received reading glasses approved by a warden are transferable property.	1 pair	20.00
Fabric Softener .....	Work release females and males.	2 & CL	5.00
	Non-work release females. Hypo-allergenic items only.	2 & CL	CP
Fan (APPLIANCE) .....	Blade size limited to twelve (12) inches diameter fan; electric; plastic blades; UL approved; safety guard. Additionally, on and after 04/01/97, the safety guard on all fans purchased by inmates through SPOs, or purchased by a facility canteen for resale to inmates, must be constructed of plastic.	1	CP
Feminine Napkins, Tampons, Pads .....	Females only.	CL	CP
File Folder .....	Non-metal only.	CL	CP
Footwear .....	Work release females and males. Sandals/thongs, shoes/boots (work/dress/casual), shoes (tennis/any color), slippers - any combination.	5 pair	80.00 max per one pair 100.00 Total
	Non-work release females housed at the TCF AE	Up to 4 pair	Tennis 80.00 max Work Boot CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
	Compound may possess personal footwear as follows: Tennis Shoes (1 pair only limited to black, white, black/white combination, or black or white trimmed in gray, or 2 pair if on a medical boot restriction, with second pair issued by Health Authority); Work Boots (may possess up to 2 pair; however, if 2 pair are possessed, the second pair is in lieu of a pair of state issued. If on a medical boot restriction, no boots may be possessed); and one pair of either Dress Shoes or sandals/thongs or house slippers. No footwear shall be taller than the inmate's ankle.	per description	Others 25.00 per pair
	Non-work release females, inmates housed at the IJ Compound. Tennis shoes (limited to black, white, or black/white combination), shower shoes. Work Boots (limited to purchase / replacement at those facilities whose wardens opt to offer the boots through the canteen and/or special purchase orders transferable to all other facilities, style/type & manufacture to be set by DSFM or designee, 2 <sup>nd</sup> pair of boots is in lieu of state issue boots)	1 pair each, tennis shoes & shower shoes. 2 pair boots, 2 <sup>nd</sup> pair in lieu of state issue.	Tennis 80.00 Shower CP Work Boot CP
	Non-work release males. Tennis shoes (limited to black, white, or black/white combination, or black or white trimmed in gray, or 2 pair if on a medical boot restriction, with second pair issued by Health Authority), shower shoes. Work Boots (limited to purchase / replacement at those facilities whose wardens opt to offer the boots through the canteen and/or special purchase orders transferable to all other facilities, style/type & manufacture to be set by DSFM or designee, 2 <sup>nd</sup> pair of boots is in lieu of state issue boots If on a medical boot restriction, no boots may be possessed)	1 pair each, tennis shoes & shower shoes. 2 pair boots, 2 <sup>nd</sup> pair in lieu of state issue.	Tennis 80.00 Shower CP Work Boot CP
Foot Powder .....		2 & CL	CP
Gloves .....	Work release only.	4 pair	16.00 Total
Greeting Cards	If sold in canteen, or Chaplain provides, then they cannot be purchased from an outside vendor.	10 & CL	CP
Gum .....		CL	CP
Hairbrush .....	Plastic only	1	5.00
Hair Accessories.....	Females only. Examples: barrettes, clips, ribbons, elastic bands, etc.	24	15.00 Total
	Males only - hair ties.	24	CP
Hair Dressing/Grease .....		2 & CL	CP
Hair Rollers .....	Work release females. Non-electric and fasteners.	30	10.00 Total
	Non-work release females. Foam only; small and medium size only.	30	CP
Hair Spray .....	Pump container only.	2 & CL	CP
Hair Straightener.....	Non-work release males and females. Lye free cream or gel	2	CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
	Work release males and females. Lye free cream or gel	CL	CP
Handkerchiefs.....	Work release only.	6	12.00 Total
Handicraft Tools and Materials .....	As provided in IMPP 11-101, also see IMPP 10-133.	CL	CP
Hangers, Clothes .....	Work release only. Plastic only.	30	10.00 Total
Hat/Cap/Visor .....	Work release only.	2	10.00 Total
Hat, Summer.....	LCMHF only. Style as approved by warden. With medical authority approval.	1	5.00
Headphone Extension (APPLIANCE) .....	Maximum length 12'.	1	CP
Headphones (APPLIANCE) .....	One large and one small.	2	CP
Hot Pot (APPLIANCE) .....	6 cup capacity limit; UL approved, non boiling.	1	CP
Ice Chest .....	6-pack size; hard plastic; no styrofoam.	1	15.00
Ice Cream .....		CL	CP
Lamp (APPLIANCE) .....	High intensity reading lamp; desk top.	1	CP
Laundry Detergent.....	Medium and minimum females and work release only. Non-toxic; hypo-allergenic.	2 & CL	CP
Laundry Starch .....	Work release females and males.	2 & CL	CP
	Non-work release females.	CL	CP
Letters, Personal.....		10	
Lotion, Aftershave.....	Non-alcoholic; clear plastic container.	2 & CL	CP
Lotion, Hand .....	Non-alcoholic; clear plastic container.	2 & CL	CP
Lotion, Suntan.....	Non-alcoholic; clear plastic container.	2 & CL	CP
Lunch Box.....	Work release only.	1	5.00
Mattress Pad. . . . .	Work release only.	1	20.00
Magazines .....	From publisher or vendor only, but subscriptions may be purchased by third parties for an inmate's use.	10	Cover price per copy
Medications / Over The Counter . . . . .	Over the counter medications as specified by General Order may be purchased from local merchants by Wichita Work Release Facility inmates. Inmates at all other facilities are limited to the following items: -Acetaminophen, Aspirin, A&D	CL	CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
	Ointment, Alka-Seltzer, Alka-Seltzer Cold +, Acne-Peroxide Lotion – Benzyl Peroxide, Ben Gay, Carmex, Cough Drops, Chest Rub, Eucerin or Nivea Cream, Imodium, Motrin, Medicated Shampoo, Pepto-Bismol, Medicated Foot Powder, Metamucil Powder, Natural Tears, Hydrocortisone cream, Ibuprofen, Pepcid AC, Antacid tablets, Anti-fungal cream, Hemorrhoidal cream, Triple antibiotic cream.		
Mirror .....	Plastic; pocket size.	1	2.00
Model Cars .....	Finished product to be mailed out.	1	CP
Model Car Glue.....	Non-toxic, non-flammable.	1	CP
Mouthwash .....	Non-alcoholic, clear plastic container.	2 & CL	CP
MP3 Player	MP3 player and accessories (4 double A rechargeable batteries, charger, and AC wall adapter)	1	CP
Nail Clippers .....	Fingernail size.	1	CP
Needles .....	Bead craft, needle point, cross stitch and knitting per IMPP 10-133; Length and composition to be determined by General Order.	1 set per craft	CP
Newspapers.....	From publisher or vendor only, but subscriptions may be purchased by third parties for an inmate's use.	10	Cover price per copy
Nightwear .....	Work release females and males. Bathrobes, nightgowns and pajamas. Nightwear must be appropriate to inmate's gender and no shorter than 2" above the knee.	3	60.00 Total
	Non-work release females. Pajama type top and bottom - may include robe.	2 sets	40.00 Total
Notebooks .....	Non-metal only.	1	2.00
Nuts .....		CL	CP
Outerwear .....	Work release females and males. Shirts, blouses, pants, Skirts, T-shirts, sweaters, dresses, walking shorts, jackets, or blazers. Includes work, dress and casual clothes. Type of garment must be appropriate to inmate's gender.	30 items; limit	25.00 each item
	Non-work release medium and minimum custody females housed within the perimeter of the TCF AE-Compound may possess a personal clothing outfit. A dress, or a blouse/shirt and skirt combination, or a pants/slacks and blouse/shirt combination shall be considered one outfit.	1 Outfit	50.00
	Non-work release medium and minimum females only. Blouse/shirt and skirt, dress, or pants/slacks and blouse/shirt. (An outfit shall equal one dress, or a combination of top and bottom of the other articles.)	1 outfit	50.00 Total

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Padlock.....	Combination type with key access; must be from Master Padlock series 36, 51, 58, 59, 60, 62	1 (Up to 2 at discretion of Facility Warden)	CP
Paint-by-number .....		CL	CP
Paints.....	Water based, per IMPP 10-133.	CL	CP
Pantyhose.....	Work release females.	CL	CP
	Non-work release medium and minimum females only.	2 pair	CP
Paper, Writing.....		CL	CP
Paper, Toilet	Work Release inmates as permitted by individual facility wardens	CL	CP
Pastries.....		CL	CP
Pen, Ballpoint.....	Non-retractable tip only.	CL	CP
Pencil, Drawing.....		CL	CP
Pencil, Writing.....		CL	CP
Perfume .....	Work release females. 2 oz.; non-alcoholic; non-glass container only.	1	10.00 Total
	Non-work release females. Non-alcoholic. Non-glass container only.	CL	CP
Permanent Products .....	Work release females.	2	CP
	Non-work release females.	CL	CP
Pillow	Standard size, work release inmates only.	1	10.00
Pillowcase. . . . .	Non-white, twin size, work release inmates only.	2	12.00 Total
Photo Album .....	Non-metal; non-glass; 10" x 14".	2	20.00 Total
Photo Frames .....	No larger than 8" x 10"; no glass, metal or plastic.	1	10.00
Photographs .....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Pick, Hair .....	Plastic only, no handle; no rattail.	1	5.00
Plastic Bowl, with lid, re-sealable .....		1	CP
Plastic Spoon.....		1	CP
Pop, Canned or plastic bottled.....		36 & CL	CP
Postage Stamps .....	Any denomination up to and including that which is required to mail a one (1) ounce First Class letter.	25	CP
Prepared Foods.....		CL	CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Prosthetic Devices .....	As received with inmate and approved by health authority.	As received	
Purse .....	Work release females only.	1	20.00
Q-Tips .....		2 packs & CL	CP
Radio – AM/FM /Tape Player /or/ Clock Radio – AM-FM (APPLIANCE) .....	20" x 10" x 8"; may be radio, tape player, or radio/tape player (single cassette/tape deck) combination, standard cassette; equipped for headphone, earphone or earplug; UL approved. Only AM/FM Radios or AM/FM Clock Radios may be purchased by inmates on SPO or ordered by facility canteens. Existing appliances with tape player capability may be sold by facility canteens until the existing stock is depleted, and existing units held by inmates may be retained and transferred, but may be neither repaired nor replaced with anything except AM/FM Radios or AM/FM Clock Radios.	1 If device is an AM/FM Clock radio, no separate clock is permitted as personal property.	CP
Rain suit/poncho. . . .	Work release only.	1	15.00
Razor .....	Disposable only.	CL	CP
Razor, Electric (APPLIANCE) .....	Work release only, otherwise must be determined to be medically necessary by health authority.	1	45.00
Religious Beads (e.g., prayer, rosary) .....	Must be approved by facility chaplain/warden and received through chaplain/warden.	2	20.00 Total
Religious Head Garments	Must be approved by facility chaplain/warden and received through chaplain/warden.	2	25.00 Total
Religious Medal or Medallion with Chain.....	Must be approved by facility chaplain/warden and received through chaplain/warden. No precious metals or stones. Longest dimension may not exceed 2 inches.	1	20.00
Rug, Prayer.....	Must be approved by facility chaplain/warden and received through chaplain/warden.	1	25.00
Sardines, Canned .....		CL	CP
Sausages, Canned .....		CL	CP
Scissors .....	Sewing kit accessory, blunt tipped type, cutting edge no longer than 2", pure plastic construction only.	1	CP
Sewing Kit.....	Blunt tipped scissors only.	1	5.00
Shampoo .....		2 & CL	CP
Shaving Creme .....	Non-aerosol.	2 & CL	CP
Shaving Cup/Brush.....	Plastic only.	1	CP
Shaving Powder.....		2 & CL	CP
Shaving Soap .....		2 & CL	CP
Sheets, Bed	Non-white, work release inmates only	2	20.00 Total
Shirts, Under.....	Work release only.	7	20.00 Total

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Shoe Insoles .....		CL	5.00
Shoe Laces.....	As appropriate to shoe style & color; black or white only for tennis shoes.	2 pair & CL	CP
Shoe Polish.....		2 & CL	CP
Shorts, Athletic.....	A minimum of 4" inseam, gray only.	2	20.00 Total
Shorts, Boxer or Brief .....	Work release males only.	7	20.00 Total
Shower Cap .....		2	CP
Slip, Full or Half .....	Medium and minimum females only.	1	15.00
Snacks .....		CL	CP
Soap, Bar or Gel .....		4 & CL	CP
Soap Dish .....	Plastic.	1	2.00
Soap, Liquid Dishwashing	Clear soap in clear plastic container, 12oz or less, prohibited in Segregation	1	CP
Socks.....	Work release females and males. Any color.	7 pair	15.00 Total
	Non-work release females. Non-white socks only.	4 pair	10.00 Total
	Non-work release males. White tube.	7 pair	15.00 Total
Soup, Packaged .....		30 & CL	CP
Sport Glasses Strap.....		1	CP
Spreads .....	Food item.	CL	CP
Sugar Twin.....		CL	CP
Sunglasses .....	Non-mirror; non-prescription; non-wrap around; non-wire frame.	1	10.00
Surge Protector (APPLIANCE) .....	Single outlet or power strip type, no more than 6 outlets, UL approved.	1	CP
Sweat Suit [Basic]	Non-work release males and females. Plain gray; pullover hoodless; no logo; unaltered. No designer sweat suits, including those approved under previous policies, i.e. grand fathered prior to the effective date of this IMPP.	1	35.00
Sweat Suit [Designer]	Work release males and females. Designer styles of any fabric or color; may include a designer's / manufacturer's logo, but no printing or wording other than the designer's/manufacturer's name."	1	50.00
Tablet.....		CL	CP
Talc, Body.....		2 & CL	CP
Tape, Cellophane .....		2 & CL	CP

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Tapes.....	Commercially produced recorded tapes, standard size cassette only. All tapes must be engraved with the Inmate's OMIS number. In lieu of one of the recorded tapes allowed within the limitation, a dry system tape head cleaner may be substituted. After the effective date of the current revision to this policy, no tapes nor tape head cleaners may be purchased by inmates on SPO. Existing tapes and tape head cleaners held by inmates may be retained and transferred, but may be neither repaired nor replaced.	15	10.00 Each
Television (APPLIANCE) .....	B & W or color; 13" or smaller; equipped with earphone, headphone or earplug. Any television equipped with a remote control may be either purchased by inmates through SPOs, or purchased by a facility canteen for resale to inmates. Batteries for the remote control units shall be available in the canteen .	1 TV & 1 set of Batteries for Remote control, if so equipped.	CP
Television Digital Converter (APPLIANCE)	Provides conversion from the new digital signals transmitted after 01/01/2009 to the analogue signals tunable by the majority of older existing Televisions.	1	CP
Telephone credit card .....	Wichita Work Release Facility only. May not contain any magnetic strip, bar code, or "smart card" technology.	1	CP
Thermos Jug.....	Work release only.	1	5.00
Thesaurus.....	In addition to book limitation.	1	
Ties.....	Work release only.	5	25.00 Total
Tissues .....		CL	CP
Tooth Polish.....		2 & CL	CP
Toothbrush.....		2 & CL	CP
Toothbrush Box .....		2 & CL	CP
Toothpaste, Tube.....		2 & CL	CP
Towel, Bath .....	Non-white; -work release inmates only	5	25.00 Total
Towel, Hand .....	Non-white; work release inmates only	5	15.00 Total
Towel, Wash Cloth .....	Non-white; work release inmates only	5	10.00 Total
Towel, Wash Cloth	Non-white, 12' x 12" maximum size; non-work release inmates, no red, blue, or green.	2	CP
Tweezers .....		1	CP
Typewriter (APPLIANCE) .....	Electric or manual; non-memory type only.	1	CP
Under Pants.....	Work release females only, briefs only.	10	30.00 Total

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Underwear [Boxer Shorts]	Males only. Coloured boxer shorts only, in a variety of colours. Transferable.	6 pair	CP
Underwear, Insulated.....	Work release and TCF only.	3 pair	30.00 Total
Umbrella .....	Work release only.	1	10.00
Vitamins/Nutritional Supplements.....	Multi-purpose vitamins; type and brand authorized by health authority. Nutritional Supplements of a type, composition and manufacture as specified by the Deputy Secretary of Facility Management / designee	CL	CP
Wave Caps .....	White or Black only	CL	CP
Wedding Band .....	Plain, no stone.	1	50.00
Wig .....	As determined to be medically necessary by the health authority.	1	As prescribed
Wristwatch .....	No stones.	1	25.00
Yarn, Skein .....		CL	CP

**THE FOLLOWING ITEMS MAY BE TRANSFERRED WITH  
INMATES TO LARNED STATE SECURITY HOSPITAL**

PERSONAL ITEMS PATIENTS MAY HAVE: Shaving lotion, hair-dressing, shampoo, deodorant (no stick deodorant). ALL OF THESE ITEMS MUST BE LIMITED TO REASONABLE AMOUNTS and ALL MUST BE IN PLASTIC CONTAINERS.

- 1        Electric Razor, 1 Small Comb, 1 Toothbrush, Toothpaste (in tube only).
- 2        Books, 3 Magazines, 1 Pen or Pencil (must be less than 4 inches long), a reasonable amount of paper or stationery, postage stamps (any denomination up to and including that which is required to mail a one ounce First Class letter, not more than twenty five [25] stamps at one time).
- 1        Battery-powered Radio (must have earphone-jack but no antenna), 4 Extra Batteries.
- 1        Small Religious Medal (no chain).

DO NOT SEND ANY FOOD ITEMS, OR ANY TOILET ARTICLES OR GROOMING AIDS THAT HAVE A HIGH ALCOHOL CONTENT.

## Kansas Department of Corrections Inmate Personal Property Inventory

### PART I

INMATE NAME & NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 REASON FOR INVENTORY: NEW COMMITMENT\_\_\_ TRANSFER\_\_\_ STORAGE\_\_\_ OTHER (SPECIFY)\_\_\_  
 FACILITY WHERE INVENTORY TAKEN: \_\_\_\_\_

**SECTION I: INTAKE PROPERTY** (May be possessed during 120 day period of court jurisdiction & transferred to any KDOC facility, unless there is documentation that possession of such property would pose a danger to the inmate. The number in parentheses is the maximum amount allowed. Mark "None" if inmate does not possess the item. Describe Condition as Good (G); Fair (F); or Poor (P).

ITEM	AMOUNT/DESCRIPTION	CONDITION	DECLARED VALUE	INMATE INITIAL
(1)	Bible/Primary Religious Text	_____	_____	_____
(1) Pair	Contact Lenses	_____	_____	_____
(1)	Dentures	_____	_____	_____
(1)	Drinking Cup	_____	_____	_____
(1)	Extension Cord	_____	_____	_____
(1)	Glasses, Eye Prescription	_____	_____	_____
(10)	Letters, Personal	_____	_____	_____
(1)	Padlock	_____	_____	_____
(50)	Photographs	_____	_____	_____
	Prosthetic Devices	_____	_____	_____
(1) Pair	Shower Shoes	_____	_____	_____
(1)	Wedding Band	_____	_____	_____
(1)	Wristwatch	_____	_____	_____

### SECTION II: APPLIANCES

ITEM	DESCRIPTION: MODEL/SERIAL #	QUANTITY/MAX VALUE ALLOWED	CONDITION	DECLARED VALUE
Antenna	_____	(1) Canteen Price	_____	_____
Blow Dryer	_____	(1) Canteen Price	_____	_____
Calculator	_____	(1) \$10.00	_____	_____
Clock, Alarm	_____	(1) Canteen Price	_____	_____
Curling Iron	_____	(1) Canteen Price	_____	_____
Ear Plug	_____	(1) Canteen Price	_____	_____
Extension Cord	_____	(1) Canteen Price	_____	_____
Fan	_____	(1) Canteen Price	_____	_____
Headphone Extension	_____	(1) Canteen Price	_____	_____
Headphones	_____	(1) Canteen Price	_____	_____
Hot Pot	_____	(1) Canteen Price	_____	_____
Lamp	_____	(1) Canteen Price	_____	_____
<b>MP3 Player, 4 Rechargeable AA batteries, Charger &amp; AC Wall Adapter</b>	_____	<b>(1) Canteen Price</b>	_____	_____
<b>Radio/Tape Player/Clock Radio</b>	_____	<b>(1) Canteen Price</b>	_____	_____
Razor, Electric	_____	(1) Canteen Price	_____	_____
Tape Player	_____	(1) Canteen Price	_____	_____
Tapes	_____	(1) Canteen Price	_____	_____
Television	_____	(1) Canteen Price	_____	_____
Typewriter	_____	(1) Canteen Price	_____	_____

I certify the above is a correct inventory of my property.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

I certify that all property shown on this inventory was returned to me this date.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

Was the inmate present when property was inventoried? Yes\_\_\_\_ No\_\_\_\_. If inmate was not present, explain why \_\_\_\_\_

Officer Signature \_\_\_\_\_

**Kansas Department of Corrections**  
**Inmate Personal Property Inventory**  
**PART II**

INMATE NAME & NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
REASON FOR INVENTORY: NEW COMMITMENT \_\_\_\_\_ TRANSFER \_\_\_\_\_ STORAGE \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_  
FACILITY WHERE INVENTORY TAKEN: \_\_\_\_\_

**SECTION III: OTHER REGISTERED PROPERTY**

<u>ITEM</u>	<u>DESCRIPTION: MODEL/SERIAL #</u>	<u>CONDITION</u>	<u>DECLARED VALUE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(use page 3 if necessary)

**SECTION IV: CONSUMABLE PROPERTY** (Property which is not registered when received, e.g. canteen items, but which must be recorded when inventory is taken.)

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I certify the above is a correct inventory of my property.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

I certify that all property shown on this inventory was returned to me this date.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

Was the inmate present when property was inventoried? Yes \_\_\_\_\_ No \_\_\_\_\_.

If inmate was not present, explain why \_\_\_\_\_

<u>ITEM</u>	<u>DESCRIPTION: MODEL/SERIAL #</u>	<u>CONDITION</u>	<u>DECLARED VALUE</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

I certify the above is a correct inventory of my property.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

I certify that all property shown on this inventory was returned to me this date.

Signature of Inmate	Number	Date	Officer Signature	Date
---------------------	--------	------	-------------------	------

Was the inmate present when property was inventoried? Yes\_\_\_\_\_ No\_\_\_\_\_.

If inmate was not present, explain why\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Officer Signature

**Kansas Department of Corrections  
Inmate Property Receipt**

This form is to be used to document the receipt of any personal property an inmate receives. A separate form is to be used for each occasion property is received. Property shown on this form is transferred to a Property Inventory and Registration form at the time the next inventory is taken.

INMATE NAME & NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM	BRAND, MODEL, SERIAL NUMBER	*VALUE	INMATE INITIALS

\* If value of item is verified by sales receipt, indicate that value and place a "V" in the value column. If value cannot be verified, indicate the value as declared by the inmate and place an "I" in the value column and have the inmate initial his/her declaration of value.

I hereby acknowledge receipt of the above-described property on this date.

Inmate Signature \_\_\_\_\_ Date \_\_\_\_\_ Staff Witness \_\_\_\_\_ Date \_\_\_\_\_

**Kansas Department of Corrections**  
**Request/Authorization to Remove Personal Property**

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Name: \_\_\_\_\_ Number: \_\_\_\_\_

I hereby request that the below described personal property be removed from the facility by the means specified.

Inmate Signature \_\_\_\_\_ Date \_\_\_\_\_ Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

ITEM	DESCRIPTION

**Method of Removal (Check One)**

- ☐ Picked up by visitor or other authorized person.
- ☐ Donated to charitable organization.
- ☐ Destroyed. Of no value to inmate.
- ☐ Delivered to the local address shown, by facility staff.
- ☐ Shipped or mailed to person/address indicated.

**Receiving Party**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Signature of Person Picking Up Items

Removed via furlough.

- If items are to be picked up or shipped, the inmate shall indicate the name and address of the receiving party.
- If donation to charitable organization is indicated, staff member shall indicate the name and address of the organization at the time of disposition.
- If items are to be shipped, the inmate shall be provided with and shall complete the actual shipping label used.

The above described property was removed from the facility as specified on this date.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



### ADMISSION PROPERTY

The following items may be retained by offenders at the time they are transported by a Kansas county sheriff to KDOC custody at a Reception and Diagnostic Unit (RDU). All other items shall be returned with officers transporting the inmate to the KDOC.

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility chaplain.	1	
Contact Lenses.....	As received, may be in inmate's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures .....	As received with inmate or prescribed by health authority.	1 set	
Glasses, Eye Prescription.....	As received.	1	
Identification Documents-Documents Will be retained by KDOC until release	Driver's license, social security card, birth certificate or any other form of identification in an offender's possession.	As received	
Letters, Personal .....		10	
Photographs .....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device.....	As received with inmate and approved by health authority.	As received	
Wedding Band .....	Plain, no stone.	1	50.00
Wristwatch .....	No stones.	1	25.00

## KANSAS DEPARTMENT OF CORRECTIONS ELECTRONIC CHECKLIST

FROM FACILITY: \_\_\_\_\_

TO FACILITY: \_\_\_\_\_

EMPLOYEE INITIALS: \_\_\_\_\_

INMATE NAME: \_\_\_\_\_

NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

Television

Volume Works  
On/Off Switch Works  
Reception Works  
Visible Cracks or Broken Parts

Packout  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Return  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Comments: Model / Ser. No. \_\_\_\_\_

Fan:

On/Off Switch Works  
Speed Control Works  
Visible Cracks or Broken Parts  
Fan Oscillates (if applicable)

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Comments: Model \_\_\_\_\_

Typewriter:

On/Off Switch Works  
Keys Work  
Visible Cracks or Broken Parts  
Carriage Locks in Place  
(if applicable)

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Comments: Model / Ser. No. \_\_\_\_\_

Radio/Tape Player

On/Off Switch Works  
Volume Works  
Reception Works  
FFW, REW, Switches Work  
Visible Cracks or Broken Parts

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Comments: Model / Ser. No. \_\_\_\_\_

MP3 Player , Batteeries  
& Charger

On/Off Switch Works  
Volume Works  
Battery Charger Works  
Visible Cracks or Broken Parts

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Comments: Model / Ser. No.. \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Was inmate present when the checklist was completed: Yes \_\_\_ No \_\_\_

If inmate was not present, explain why?

Return Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Signature on Property Return \_\_\_\_\_ Date: \_\_\_\_\_